Student and Sponsor Guidelines for Communication Internships

Purpose of the Internship Experience

Internship courses are designed to provide Communication students with professional work experience. In the bachelor's program, internships may be taken at the beginning of one's studies (COMMUN 298) or during the junior and senior years (COMMUN 698). In the Masters' program, internships (COMMUN 998) should be taken near the end of the degree program. Internship experience's are intended to: introduce students to the workplace; assist students in career choice and development decisions, and help bridge the gap between formal education and the professional work world.

Student and Sponsor Information

ADVERTISED INTERNSHIPS: All internship sponsors must publicly advertise the availability of the internship in a manner that allows equal access to the advertisement by all UW Milwaukee students. If a sponsor does not advertise the internship on UWM's PantherJobs website, a URL or hardcopy of the advertisement must be provided with the student's application to register for COMMUN 298, 698, or 998. The Department of Communication will make no exceptions to this rule.

TYPES OF WORK: The student should be permitted to observe and participate in a wide variety of professional job activities. In no case should the student be used as a substitute for a regular employee. The student's work should constitute a learning experience with as much breadth as possible. A student should not be assigned to a single task during his/her internship experience, nor should the student be given exclusively clerical work. At the outset of the internship experience, the intern sponsor and the student should agree upon the nature of the assignment and the basic work schedule. Any changes to this agreement should be reported to the Director of Communication Internships.

REQUIRED HOURS: One academic credit requires 40 hours of internship placement. Enrolling in three credits therefore requires a total of 120 hours of internship experience.

RECEIVING ACADEMIC CREDIT: Academic credit is not given for the number of hours of internship placement. Academic credit is given for the successful completion of academic exercises (e.g. papers, readings) completed during the internship.

INTERNSHIP WORK SCHEDULES: The student must negotiate with the intern sponsor to find a mutually acceptable schedule. In general, a student should not be scheduled to work during a time in which the professional supervisor is not present. Any changes in the agreed-upon schedule or internship responsibilities should be reported to the Director of Communication Internships or in the case of graduate student internships to the supervising faculty member.

For further information contact Erik Timmerman (Associate Professor and Director of Communication Internships) at eriktimm@uwm.edu.
DEPARTMENT OF COMMUNICATION
UNIVERSITY OF WISCONSIN MILWAUKEE

INTERNSHIP APPLICATION

This application must be approved no later than two weeks before the first day of classes.

TO BE COMPLETED BY STUDENT

NAME: _____________________  UWM EMAIL ADDRESS: ____________@uwm.edu

PHONE NUMBER: _______________  DATE OF APPLICATION: ________________

SEMESTER/YEAR OF INTERNSHIP: [ ] Fall  [ ] Spring  [ ] Summer  Year ________

STUDENT NUMBER: ____________________________

The Communication course you are applying for: [ ] 298  [ ] 698  [ ] 998

Number of credits: [ ] 1  [ ] 2  or  [ ] 3  (COMMUN 698 may only be taken for 3 credits)

Have you ever earned 298, 698, or 998 credit while doing an internship with this sponsoring organization?  [ ] YES  [ ] NO

If YES, what course did you enroll in, how many credits do you take and what were your internship responsibilities?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Do you have a disability which will require accommodations by the agency?

[ ] YES  [ ] NO

If YES, are you presently registered with the student accessibility center?

[ ] YES  [ ] NO

You must submit your official or unofficial UWM transcript. You can obtain an official copy (in PDF) through PAWS. Your application will not be processed until your transcript has been submitted and reviewed.

(OVER)
TO BE COMPLETED BY SPONSORING AGENCY OR ORGANIZATION

NAME OF AGENCY OR ORGANIZATION: ___________________________________

ADDRESS OF AGENCY/ORGANIZATION:  __________________________________

NAME OF AGENCY/ORGANIZATION SUPERVISOR: __________________________

YOUR WORK EMAIL ADDRESS: __________________________________________

YOUR WORK TELEPHONE NUMBER: ________________________________

1. Is the above named student presently a paid employee in your organization?
   □ YES    □ NO
   If YES, in what capacity is the student employed?
   __________________________________________________________

2. Briefly describe the roles, responsibilities, and functions that the student will
   perform as an intern in your agency or organization.
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

3. What types of training, coaching and supervision will the student receive as part
   of his/her internship?
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

4. Where did you advertise the availability of this internship?
   □ PantherJobs
   □ Company or Organization's Website (provide URL) _____________
   □ Other (specify) ________
   If you checked “Other” you must attach a hardcopy of the advertisement

I have read the Student and Sponsor Guidelines for Communication Internships and
I agree to follow these guidelines while supervising the student.

_________________________________  ___________________________________
First and Last Names    Email Address    Date
COMMUNICATION  298 and 698

Name of Director of Internships:  Erik Timmerman

Signature of Director:_____________________________________________________

Date of application approval: __________________________________

COMMUNICATION  998

Name of Sponsoring Faculty Member:________________________

Signature of Sponsoring Faculty:_________________________________________

Member:___________________________________________________________

Date of application approval: _________________________________________

Name of Director of Graduate Studies:______________________________

Signature of Director of Graduate Studies:______________________________

Date of application approval: _________________________________________